

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Assistant Director
(Community Development)

Revision Date: 2/00
EEO Code: Office/Admin.
Status: Exempt
(Executive)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision of the Community Development Director, assist with the management of all department facets, operations, budgets and personnel. Supervises the Community Services Division, including Business License.

III. Essential Duties

- C Assist Department Director in the planning, development and implementation of department-wide activities and programs.
- C Represent the Department Director at meetings or functions within the department, with other City departments, or with outside organizations.
- C Manage department budget and prepare budget proposals.
- C Manage and coordinate department personnel activities.
- C Manage and oversee department purchasing activities.
- C Perform research and analysis of all Community Development budgets, programs, and operations, including but not limited to: contracts, records coordination, City Council presentations, departmental correspondence, resolution of city complaints, and administrative detail.
- C Develop and coordinate regular department training.
- C Supervise Community Services Staff.
- C Administer and manage special projects.

IV. Marginal Duties

- C Respond to public inquires, complaints and requests.
- C Perform other duties as assigned

V. Qualifications.

Education: Bachelors or masters degree in public or business administration with emphasis in Public Administration.

Experience: Minimum of four (4) years of planning/project management experience with at least two (2) years of supervisory experience.

Knowledge of: Principles and practices of management including, local governmental administration of budgeting, procurement, computer applications, data collection, research and analysis, personnel policies and procedures, business licensing, and public relations. Working knowledge of land-use ordinances, development regulation and general development processes.

Responsibility for: Supervising subordinates; managing multiple assignments; organizing and delegating assignments; establishing meaningful goals; prioritization of tasks; coordinating department-wide activities that facilitate the operations and functions of the department

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact other departments requiring tact and judgement to avoid fiction; effectively communicate both written and verbally; prepare and make public presentations; possess skills and ability to exercise discretion and independent judgement especially

when making decisions that affect other people; establish effective working relationships with other department managers and employees; effectively communicate with local community executives and leaders.

Tool, Machine, Equipment Operation: Requires regular use of a computer, copier, calculator telephone and frequent use of a mobile phone.

Analytical Ability: Organize, delegate and establish meaningful goals; prepare and present complex reports; apply complex concepts for solutions to problems; work independently with little supervision; have a well developed sense of strategy and timing.

VI. Working Conditions:

Great mental effort is required daily; mental pressure and fatigue exist during a normal workday; extensive contact with the public; extensive time spent as liaison to other city department; overtime with night meetings and weekend work required; deadline oriented; heavy emphasis on quality; Frequent stress from interpersonal interactions with public, city administration, developers, and city council.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED _____ Date _____

PERSONNEL DEPT. APPROVED _____ Date _____